



## KINGSTON POLICE SERVICE BOARD

### Secondary Activities (GP-010)

Adopted: January 29, 2026 (Res. 26-06)

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

#### 1. **Policy Statement:**

The Kingston Police Service Board (the Board) recognizes that members may engage in professional and employment opportunities outside of policing, subject to the restrictions in the *Community Safety and Policing Act (CSPA)* and the authority of the Chief of Police. The community must trust that police officers will conduct their affairs in a manner that is consistent with the public interest and aligns with the values of the Kingston Police Service. The Board expects that members demonstrate the highest standards of integrity and ethical conduct, and that fulfilling their policing responsibilities remains, for the duration of their employment, members' primary professional and employment obligation.

#### 2. **Board Policy:**

a) Members of the Police Service shall not engage in any activity:

- I. That interferes with or influences adversely the performance of their duties as a member of the Police Service, or is likely to do so;
- II. That places them in a position of conflict of interest, or is likely to do so;

- III. That would otherwise constitute full-time employment for another person. This does not apply to auxiliary members of service; or,
- IV. In which there is an advantage derived from being a member of the Police Service. Section 2 (a) (I) of this Policy does not prohibit a member from performing, in a private capacity, service that have been arranged through the Police Service.

- b) A member of the Police Service who proposes to undertake an activity that may contravene a section described in Section 2 (a) of this Policy, or who becomes aware that an activity that the member has already undertaken may do so, shall disclose full particulars of the situation to the Chief of Police. In the case of the Chief of Police, the full particulars of the situation shall be disclosed to the Board;
- c) The Chief of Police or the Board, as the case may be, shall decide whether the member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision. The member shall be notified of the decision in writing, with reasons, and a report shall be provided to the Board;
- d) If a member who was previously granted permission to undertake a secondary activity, and the conditions for that activity are substantially altered, the member shall disclose the details of the changes to the Chief of Police, or the Board in the case of a secondary activity undertaken by the Chief of Police. The Chief of Police or the Board may rescind the permission to engage in the secondary activity, or place restrictions on the secondary activity, as a result of the changes disclosed. If the permission is rescinded or conditions are added, the Chief of Police shall provide a report to the Board; and
- e) The Chief of Police may at any time rescind the approval if it is determined by the Chief of Police that the granted privilege has become a contravention of the CSPA, the performance of duties is adversely affected, or a member refuses to comply with a restriction imposed on the activity. The Board may take the same action with respect to any secondary activity undertaken by the Chief of Police.

### 3. **The Police Chief**

- i. If the Chief of Police proposes to undertake an activity that may contravene subsection (a) or becomes aware that they have already undertaken such an activity, the chief shall disclose the full particulars of the situation to the board. The board shall decide whether the chief of police is permitted to engage in any proposed activity, subject to any conditions or restrictions that may be set out in the decision.

- ii. Once a decision has been made, the Chief shall submit a written report to the board respecting any decision made under subsection (c), with reasons.
- iii. The Chief shall report annually to the board a disclosure of all secondary activities under section 89 and decisions under that section.

#### 4. **Reporting:**

The Chief of Police shall submit a written report to the Board in accordance with Section 2 (c) & (d) of this Policy. The report shall provide detail on the nature or type of the secondary activity disclose and the reasons for allowing or denying the member to participate in the activity, and any restrictions imposed. The Board shall prepare and publish reports outlined in Section 2 (c) & (d) of this Policy as they relate to any secondary activities of the Chief of Police.

“Original signed by Chair”  
Chair

“Original signed by Administrator”  
Administrator